

Utah Navigator License Application Process

The application process for obtaining a Navigator license in Utah is as follows:

1. The Utah Insurance Department requires all persons applying for a navigator license in Utah to first successfully complete the federal navigator training and certification program requirements administered through the United States Department of Human Services (HHS), including any applicable individual navigator training and examination requirements under that program. Once you have completed the HHS certification requirements, you may then apply for a navigator license. Proof of completing the certification will be submitted to the insurance department as part of the navigator license application. Instructions for documents required to be submitted to the department are included in the license application.
2. The insurance department requires all individuals applying for a navigator license to be fingerprinted through the department's testing and fingerprint processing vendor, Prometric. Fingerprinting must be done at a Prometric center in Utah, using "live scan" technology, which digitally captures and transmits the fingerprints to the Utah Department of Public Safety, Bureau of Criminal Identification (BCI), and the Federal Bureau of Investigation (FBI). You must schedule your fingerprint appointment in advance and pay Prometric's fingerprint processing fee (\$20) online at www.prometric.com/utah/insurance or by calling 800-697-8947 before arriving at the Prometric center for fingerprinting. Prometric centers are not able to accept this processing fee at the site.
3. Apply for the license online from your home or office through Sircon at www.sircon.com/utah before arriving at the Prometric center for any required fingerprinting. Individuals can also apply online using a kiosk at the Prometric center if you arrive a few minutes before your fingerprinting appointment. Payment for both the license application fee (40.00 individual applicants/50.00 business entity applicants) and the FBI/BCI fingerprint fee (16.50 FBI/\$20.00 BCI) must be made by credit card during the online license application process.
4. Upon completing the online application, print out the Sircon confirmation page as proof you have paid the FBI/BCI fees. Give the confirmation page to the test center supervisor and your fingerprints will then be scanned.
5. Fingerprint results will be returned to the insurance department. The department will evaluate the results and the license application prior to issuing any license.
6. Navigator licenses are valid for one year. Once your license has been approved and issued, you may print a hard copy of your license by going to www.sircon.com/utah and clicking on the link titled Print a License". To see if a new or renewal license has been approved and issued, go to: www.sircon.com/utah and click on "Check license application status" or "Check license renewal status".